

Professional and Managerial Branch  
Engineering Group  
Engineering Associate Series

CIVIL ENGINEERING ASSOCIATE I\*

09/89

Under general supervision, performs a variety of civil engineering duties; performs related duties as required.

**EXAMPLES OF DUTIES:**

Plats profiles and cross-sections from survey notes; writes and assembles specifications and prepares cost estimates for construction projects; prepares and checks designs of proposed projects; reviews plans for state highway projects, city paving and storm drain projects; prepares construction schedules and general procedures; drafts paving and drainage plans, performs drafting, computational and design duties in the preparation of plans and specifications for street paving, water and sewer construction, and miscellaneous engineering projects.

Reviews plans for proposed streets, subdivisions, and structures prepared and designed by private consultants; inspects contract projects including street paving, sewer and water line construction, and other public works projects; interprets plans and specifications for work being done under contract; supervises and is responsible for the inspection of construction projects; coordinates plans for construction projects with utilities to insure that there will be no conflicts with existing or proposed underground or overhead utilities.

Coordinates design and construction work within the department; initiates correspondence for work involving right-of-way easements for facilities; prepares technical records and reports; prepares complex surveys used for metes, bounds, and legal descriptions; performs special engineering studies; appraises shortages, excesses, quality, and costs of existing facilities.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering.

Knowledge, Abilities and Skills: Some knowledge of the principles and practices of civil engineering as applied to surveying, drafting, and designing; some knowledge of the methods, materials, tools, and equipment used in public works construction; some knowledge of cost determination techniques; some knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to prepare designs, plans and specifications; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with fellow employees and the general public.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

\* The Title of Civil Engineer I can be used provided registration as a professional engineer in the State of Texas has been obtained.

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Director of Personnel

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Department Head